

**Principle Investigator's/Laboratory Director's
REQUEST FOR AUTHORIZATION TO DECOMMISSION, REACTIVATE OR
TRANSFER A LABORATORY SPACE**

The Principle Investigator/Laboratory Director must submit a written request for authorization to decommission laboratory space. This checklist is to assist you with the request.

_____The request must be made in writing at least 6 weeks prior to implementation.

_____The request must be made to the ACOS/R&D.

The request must specify the following:

_____i. Laboratory room number(s)

_____ii. The action proposed (reassignment, vacating, converting to non- laboratory use)

_____iii. Hazards used in lab (biological, radiological, and chemical)

_____iv. Equipment inventory (including plan for turning in, moving or transferring)

_____v. Complete and current chemical inventory (including plan for turning in, disposing or transferring)

_____vi. The projected date of the action

_____vii. The plan for implementation of the proposed decontamination/decommissioning plan, including the PI's/LD's plan for personnel and resources needed to accomplish the decommissioning.